NPM –Northern Ireland Subgroup Terms of Reference

Purpose

The Northern Ireland NPM Subgroup and its members represents the interests of Northern Ireland members of the UK NPM.

The Subgroup aims to:

- Share information on the work of the NPM bodies in Northern Ireland
- Identify common issues and interests.
- Coordinate NPM activities in Northern Ireland.
- Explore possibilities for joint activity.
- Raise the profile of the work of the NPM.
- Improve liaison with the Northern Ireland Executive.
- Provide support to the NPM members in Northern Ireland in application of OPCAT requirements.
- Make use of self-assessment and peer evaluation tools as a method of measuring continued improvement.

Membership/Representation

Membership of the Subgroup will consist of:

- Criminal Justice Inspection Northern Ireland;
- Independent Monitoring Boards (Northern Ireland);
- Northern Ireland Policing Board Independent Custody Visiting Scheme;
- The Regulation and Quality Improvement Authority;
- The Northern Ireland Human Rights Commission
- UK NPM Head of Secretariat and
- by invitation, Northern Ireland Commissioner for Children and Young People
- by invitation, the UK NPM Chair.

Working methods of the Subgroup

The Subgroup will adopt a shared learning approach. This involves:

Group Meetings

- At least two meetings with be held each year prior to planned UK NPM business meetings.
- Meetings will be chaired by the member elected by the group for a two year term.
- Meeting topics will be generated by members of the group and meeting agendas and papers circulated in advance.
- Meetings will include small group discussions to share experiences and learning.
- Other people may be invited to join group meetings to aid discussion on particular topics.
- Meeting Minutes will be taken and circulated amongst all Subgroup members.

Sharing of information and resources

- Information will be shared at Subgroup meetings and via electronic communications.

- It is each member's responsibility to make it clear where a matter shall remain confidential and not for discussion outside the Subgroup.
- When sharing documents members should make it clear if there is a restriction to circulation and/or use of documents.

<u>Reporting</u>

- The Chair of the Subgroup and/or Head of the NPM will be responsible for providing updates on the work of the group to the UK NPM at least twice yearly.
- The Chair of the Subgroup and/or Head of the NPM will be responsible for providing updates on the work of the UK NPM to the NI Subgroup members at each meeting.
- Where actions are recommended by the Subgroup, these actions will be recorded and submitted to the UK NPM for inclusion in the UK Business Plan/Annual report, where relevant.

Review of Terms of Reference

This will be undertaken after the first six months initially, then annually thereafter, to ensure continuing relevance and ongoing development.

The terms of reference were reviewed in December 2024, and updated in March 2025.

Date of next review: **March 2026**.